**Activity/Event Assessment and Action Plan (insert name of church)**

**(Insert activity or event name) (Insert date of activity or event)**

| **Risk ID** | **Identified safety risk** | **Likelihood level** | **Consequence level** | **Risk level (colour)** | **Action plan** **(what we will do to further reduce this risk to an acceptable level)** | **Who is responsible** | **When** | **Emergency strategy** **(what we’ll do if this risk becomes a reality)** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Slips, trips and falls* Trips/falls from obstacles, e.g. guide ropes, electrical cords
* Slips/falls on wet or uneven ground

**Example line for fete/fair event** | C | 4 | H | * Inspection to be undertaken prior to the start of the event.
* Obstacles to be removed where possible or secured (high visibility hazard tape to be used where necessary).
* Particular attention to be paid to guide ropes (high visibility hazard tape to be used where necessary). First aider on site.
 | Bob Innes | Event date prior to start time | * Call first aider in charge.
* Transport to emergency if required.
* Fill in an incident report form.
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